

1 D 12 Sally Johnson 1920-1946

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Education 238ML

Features to be Remembered in Building a Nurses Residence

Sally Johnson

1931

while at Teachers College

Columbia University

Preface

Within the next two years plans will be made for the building of a nurses' residence which will be one of a group of hospital buildings situated in the old part of a New England city. This city has a population of 500,000.

The director of this hospital has had wide experience in the construction of hospital buildings. In this country he and one other man are probably considered the leading experts in this field. The object of this paper is to indicate in outline form points of the construction and of the fixed equipment which the principal of the school of nursing should call to the attention of this director. This outline indicates such needs as would be more obvious to the principal of the school than they could possibly be to any hospital director however interested or expert a builder he may be.

Nevertheless it is obvious that the principal of a school who works with the director who has had long experience in building can safely leave many of the problems to him. For these reasons no reference is made to such important matters as the system of heating, floor construction, the placement of stairways, elevators, ect. Note is made, however, of the kinds of valves which should be placed on these radiators, the location of telephones, and the provision of maids' closets.

This paper is based on a survey of "Planning Residence Halls" by Miss Hayes. There is scarcely a notation on the entire paper which was not culled from Miss Hayes' book. Other books, however, were consulted. The material on Residence Halls which is made available in Room 300 was carefully gone over: every book, pamphlet, and all the material in both latter files. Many of the library references given in the foot-notes in Planning Residence Halls were also consulted. Nothing new of importance was found.

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This paper is based on a survey of "Planning Residence Halls" by Miss Hayes. There is scarcely a notation on the entire paper which was not culled from Miss Hayes' book. Other books, however, were consulted. The material on Residence Halls which is made available in Room 300 was carefully gone over; every book, pamphlet, and all the material in both latter files. Many of the library references given in the foot-notes in Planning Residence Halls were also consulted. Nothing new of importance was found.

Building a Nurses' Residence

Valued contributions which may be made by adequate and well-planned residence halls:-

An atmosphere which is conducive to productions and growth of quartered, resourceful and socialized persons

Material conditions of living which are conducive to self-explanation and social growth

An attraction to the right type of young women

Needs which the residence hall should provide:-

The personal safety and welfare of occupants

Proper convenience for living, for study, for management, for activities

Social life, formal and informal, for the group as a whole and for small groups within larger units

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I. Site

A. Location in relation to hospital

1. Possible subway connection
2. Entrance

- a. Main, through hospital
- b. Number of
- c. Service

B. View of Charles River

1. From upper rooms
2. From part of roof used for recreation

C. Capacity over 200

1. Divide into units 50 - 60
 2. Lavatory in unit
 3. Social room and kitchenette in unit
 4. Question of including laundry
- a. Influenced by safety of irons
 - b. Influenced by room lavatory policy

(1)

II. General Space Divisions

- A. Student rooms 2.27%
- B. Social rooms 9.39%

III. Rooms

A. Single

1. Privacy
2. Quiet
3. Favorable conditions for study
4. Relief from constant strain of adjustment to people (on ward)

B. Minimum furniture equipment

(1) In this resident hall survey no classrooms are included.

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A. Location in relation to hospital

1. Possible subway connection
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1. From upper rooms
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C. Capacity over 200

1. Divide into units 50 - 60
2. Lavatory in unit
3. Social room and kitchenette in unit
4. Question of including lavatory

- a. Influenced by safety of from
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II. General Space Divisions

- A. Student rooms 12.5%
- B. Social rooms 9.5%

III. Rooms

A. Single

1. Privacy
2. Quiet
3. Favorable conditions for study
4. Relief from constant strain of adjustment to people (on ward)

B. Minimum furniture equipment

(1) In this resident hall survey no classrooms are included.

1. Bed
2. Dresser
3. Desk and Book-case
4. Two chairs

C. Space required for placement of furniture

1. Total 38-1/2 sq.ft.

- a. Bed 6-1/2 ft. x 3 ft. ——— 19-1/2 sq.ft.
- b. Dresser 1-1/2 ft. x 3 ft. - 4-1/2 sq.ft.
- c. Desk 3 ft. x 2 ft. ——— 6 sq.ft.
- d. Book-case 3/4 ft. x 3 ft. - 2-1/4 sq.ft.
(Note:-Book-case and desk probably combined)
- e. Desk chair 1-1/2 ft. x 1-1/2 ft. - 2-1/4 sq.ft.
- f. Easy chair 2 ft. x 2 ft. - 4 sq.ft.

2. Minimum need for room, 100 sq.ft.
(inclusive of above and following)

- a. Use of furniture
- b. Swing of doors
- c. Radiators
- d. Room for guests

D. Frequent dimensions for single room, 108 or 120 sq.ft.

1. Y.W.C.A buildings

- a. 8 x 13 or 9 x 14 with built-in closets
- b. Ceilings not less than 8-1/2 ft.
- c. No room should be less than 8 ft. wide

(1) Consider possible reduction of size by closets
and alcove lavatory

(2) No closet under 32 in. x 40 in.; better 36 in. x 48 in.

Note 1.- Be sure room for clothes between hook
and upper shelf.

Note 2.- Closet deep enough for length of coat
hanger.

Note 3.- Rod of right size for use of hanger
hook.

IV. Suites

A. Policy to be determined

1. Assistants
2. Supervisors
3. Supervisor of resident hall

3. Supervisor of resident hall
2. Supervisors
1. Assistant

A. Policy to be determined

IV. Entries

Note 2.- Bed of right side for use of hanger hook.

Note 2.- Closet deep enough for length of coat hanger.

Note 1.- Be sure room for clothes between hook and upper shelf.

(2) No closet under 32 in. x 40 in.; better 32 in. x 48 in.

(1) Consider possible reduction of size by closets and alcove lavatory

- a. 8 x 12 or 9 x 14 with built-in closets
- b. Ceiling not less than 8-1/2 ft.
- c. No room should be less than 8 ft. wide

1. Y.W.C.A. buildings

D. Frequent dimensions for single room, 105 or 120 sq. ft.

- a. Room for guests
- b. Bathrooms
- c. Swing of doors
- d. Use of furniture

2. Minimum need for room, 100 sq. ft. (inclusive of above and following)

1. Heavy chair 2 ft. x 2 ft. - 4 sq. ft.
- a. Desk chair 1-1/2 ft. x 1-1/2 ft. - 2-1/4 sq. ft.
- (Note: Hook-case and desk probably combined)
- b. Hook-case 2-1/4 ft. x 2 ft. - 2-1/4 sq. ft.
- c. Desk 2 ft. x 2 ft. - 4 sq. ft.
- d. Dresser 1-1/2 ft. x 2 ft. - 4-1/2 sq. ft.
- a. Bed 6-1/2 ft. x 3 ft. - 19-1/2 sq. ft.

1. Total 58-1/2 sq. ft.

C. Space required for placement of furniture

4. Two chairs
3. Desk and Hook-case
2. Dresser
1. Bed

Note: 95 out of 102 residence halls have suites for supervisors of residence hall.

4. Grouping of staff rooms with relation to service rooms and social rooms
5. Points for consideration
 - a. No bedroom to open out from a sitting-room
 - b. Rooms to open from corridor
 - c. Question use of social rooms without kitchenette
 - d. Laundry facilities for a graduate group

V. Lavatory units

A. Location

1. Availability
2. Publicity

B. Innovations

1. Dental basin
2. Hair curler outlet
3. Hair dryers
4. Shelves over bowls
5. Mirrors over bowls
6. Dwarf doors on front of bowls (3x4ft)
(Note:-Question of minimum width
Question of room for swing)

C. Number of fixtures

1. Tub or shower - 1 to 6
2. If showers, add tub - 1 to 25
(Note:-Tubs often in compartment by themselves.)
3. Toilets - 1 to 5
4. Wash bowls - 1 to 5
 - a. In every compartment: with tub and toilet
 - b. Number wash bowls influenced by number of bowls

D. Space allotment

1. Shower 3 ft x 4 ft plus 3 ft x 4 ft for toweling
 - a. No showers built without toweling space
 - b. Investigate frequency of epidermiphytosis and possible prevention
2. Tubs 5-1/2 ft x 6 ft
Note:- Do all tubs need to be full-length?
3. Toilet 3/4 ft x 4 ft
4. Bowl 3 ft x 4 ft (question room door swing)

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- 2. Hair curler outlet
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- 4. Shelves over bowls
- 5. Mirrors over bowls
- 6. Heavy doors on front of bowls (Expts)
- (Note:--Question of minimum width)
- (Question of room for swing)

C. Number of fixtures

- 1. Tub or shower - 1 to 2
- 2. If showers, add tub - 1 to 25
- (Note:--Tubs often in compartment by themselves.)
- 3. Toilets - 1 to 5
- 4. Wash bowls - 1 to 5

- a. In every compartment: with tub and toilet
- b. Number wash bowls influenced by number of bowls

D. Space allotment

- 1. Shower 5 ft x 6 ft plus 3 ft x 4 ft for towelings

- a. No showers built without towelings space
- b. Investigate frequency of epidemics and possible prevention

- 2. Tubs 5-1/2 ft x 6 ft
- Note:--Do all tubs need to be full-length?
- 3. Toilet 3/4 ft x 4 ft
- 4. Bowl 5 ft x 4 ft (question room door swing)

E. Fixture Accessories

1. Chromium metal faucets, etc.
2. Toilet
 - a. Saddle seat of hard rubber
 - (1) Open front and back
 - (2) Not over 16 inches from floor
 - b. Valve flush (?)
3. Showers
 - a. Side spray
 - b. Non-slip floor material
 - c. Dwarf door not absorbant
4. Bowls of height which allow average height person to reach bottom of bowl without stooping

VI. Social room and kitchenette unit

- A. One to 25 or 30 students
- B. Laundry in unit (?) one to 25
 1. Laundry tub space, 2 ft x 6 ft
 2. Board space, 4 ft x 6 ft

VII. Ground Floor

- A. Add to present
 1. Maids locker-room, bowl, toilet, supply closet
 2. House-man as above
 3. Slop sink (none on ground floor of W.H.)
 4. Space for vacuum cleaner, step-ladder, roof furniture
- B. Adequate window space above ground

Note:- Use opaque glass only where needed.

VIII. Main Floor in Addition to Present

- A. Serving kitchen for social rooms
- B. Provision for functions of supervisor of residence
 1. Suite
 2. Office - probably with post-office, etc.
 - a. Location where over-see front door, stairways, social rooms, etc.

K. Fixture Accessories

1. Chromium metal faucets, etc.
2. Toilet

a. Saddle seat of hard rubber

- (1) Open front and back
- (2) Not over 18 inches from floor

N. Valve Linch (?)

3. Showers

- a. Slide spray
- b. Non-slip floor material
- c. Dwell door not absorbant

d. Bowl of height which allow average height person to reach bottom of bowl without stooping

VI. Social room and kitchenette unit

- A. One to 25 or 30 students
- B. Laundry in unit (?) one to 25

1. Laundry tub space, 3 ft x 6 ft
2. Board space, 4 ft x 6 ft

VII. Ground Floor

A. Add to present

1. Maid's locker-room, bowl, toilet, supply closet
2. House-man as above
3. Shop sink (none on ground floor of W.H.)
4. Space for vacuum cleaner, step-ladder, tool furniture

B. Adequate window space above ground

Note: Use opaque glass only where needed.

VIII. Main floor in addition to present

- A. Serving kitchen for social rooms
- B. Provision for functions of residence

1. Suite

2. Office - probably with post-office, etc.

a. Location where over-see front door, stairways, social rooms, etc.

3. Supply room

- C. Telephone switch-board
- D. Check-room for guests' wraps

Note:- Provision for men's lavatory

- E. Main living-room
- F. Two small formal reception rooms near door
- G. Small rooms for individual callers
- H. Suitable rooms for small group parties

Note:- Graduates' room at Strong Memorial

- I. Provision for physical social director
- J. Room (here or in school building) for large group - with stage
 - 1. Used for classes, 'entertainments', as gymnasium, etc.
 - 2. Building used by students in other residence halls
- K. Reading library - magazines, fiction, biographies, etc.
- L. Guest room with bath

IX. Space allotted to social rooms (study of 29 dormitories)

Note:- On basis of hall used for residence only - not part for classrooms

- A. 22.7 sq.ft.per student
- B. Average per cent space for social halls, 9

X. Heating

- A. Provision of control for degree of heat

- 1. From source of supply if possible

Note:- In W.H. all heat is on or all is off: windows go up.

- 2. By valves - one only on radiator if possible

Note:- In W.H. - one valve only frequently opened - result leaking. Question of valves: small handle over scale $1/2$, $1/4$, $3/4$.

- B. Placement of radiators under windows

XI. Ventilation

- A. Avoid air pockets
- B. Transoms over room doors
- C. Investigate best for closets

2. Supply room

- C. Telephone switch-board
- D. Dress-room for guests' wraps

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- J. Room (here or in school building) for large group - with stage

- 1. Used for classes, "entertainments", as gymnasium, etc.
- 2. Building used by students in other residence halls
- K. Reading library - magazines, fiction, photographs, etc.
- L. Guest room with bath

IX. Space allotted to social rooms (study of 23 dormitories)

Note:- On basis of half used for residence only - not part for classroom

- A. 22.7 sq. ft. per student
- B. Average per cent space for social halls, 9

X. Heating

- A. Provision of control for degree of heat

- 1. From source of supply if possible

Note:- In W.H. all heat is on or off its windows go up.

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- B. Placement of radiators under windows

XI. Ventilation

- A. Avoid air pockets
- B. Transoms over room doors
- C. Investigate best for closets

(1)

XII. Lighting - measured by foot-candles

(2)

A. Suggested lighting in foot-candles

1. Living-room, 4 to 6
2. Bedroom - general illumination, 3
" dresser with mirror, 10 to 12
" study table and desk, 12 to 15
3. Dining-room, 6
4. Bathroom - general illumination, 6
5. Store room, 3
6. Office - general illumination, 10
" close work, 12 to 15
7. Halls and stairways, 3

(3)

B. Suggested lighting by watts

1. General illumination for bedroom, 1 watt per cubic foot of area
2. Central ceiling, 100
3. For dressing, 60 to 80 - over or beside dresser

Note:- Light shine on user, not on mirror

4. Desk, 60

C. Placing and number of lights affected by

1. Use
2. Shape of room
3. Placement of windows
4. Amount of daylight available
5. Amount of sky seen
6. Construction of room
7. Color, composition and surface of walls

D. Daylight

1. 4% of half dome of sky should be seen over center of room
2. Windows 1/4 of floor space

(1) Foot-candle equals amount of illumination provided by one standard candle at 1 ft. distance.

(2) Portable foot-candle meter is put out by National Lamp Works of General Electric Company, Cleveland, Ohio and will measure up to two 20 foot candles.

(3) 25 watt Tungsten filament lamp produces 1 ft. candle on white paper 5 ft. away.

(1)

XII. Lighting - measured by foot-candles

(2)

A. Suggested lighting in foot-candles

1. Living-room, 4 to 6
2. Bedroom - General illumination, 3
3. Dressing with mirror, 10 to 12
4. Study table and desk, 12 to 15
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6. Bathroom - General illumination, 6
7. Store room, 3
8. Office - General illumination, 10
9. Close work, 12 to 15
10. Halls and stairways, 3

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B. Suggested lighting by watts

1. General illumination for bedroom, 1 watt per cubic foot of area
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3. For dressing, 60 to 80 - over or beside dresser
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1. Use
2. Shape of room
3. Placement of windows
4. Amount of daylight available
5. Amount of sky seen
6. Construction of room
7. Color, composition and surface of walls

D. Daylight

1. 1/4 of half dome of sky should be seen over center of room
2. Windows 1/4 of floor space

(1) Foot-candle equals amount of illumination provided by one standard candle at 1 ft. distance.

(2) Portable foot-candle meter is put out by National Lamp Works of General Electric Company, Cleveland, Ohio and will measure up to two 20 foot candles.

(3) 25 watt tungsten filament lamp produces 1 ft. candle on white paper 6 ft. away.

3. Height from floor

Note:- Room 14 ft. high, top of window 7 ft. from floor

XIII. Miscellaneous

A. Supplementary rooms to be included

1. Sewing room

- a. Machine
- b. Cutting table
- c. Pressing board

2. Administrative office

a. Post office

- (1) Room for parcels - purchases from stores

Note:- Consult hospital front desk

- (2) Open desk of counter design
- (3) Room behind desk for storage

- b. Telephone switch board
- c. Provision for supervision of

- (1) Entrants
- (2) Stairways
- (3) Social rooms
- (4) House-keeping personnel

B. Telephones

- 1. Consideration of system
- 2. Placement of out going telephones

- a. Privacy
- b. Noise from bells
- c. Buzzers in laundry, kitchenette, etc.
- d. Accessibility without passing social rooms

C. Provision for students getting out of doors

1. Roof with and without cover

Note:- Policy of night nurses sleeping on roof all day questionable

2. Porches - supplementing the roof

Note:- Student nurses have little time to change

2. Height from floor

Note:-- Room 14 ft. high, top of window 7 ft. from floor

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- (2) Stairways
- (3) Social rooms
- (4) Nurse-keeping personnel

B. Telephones

1. Consideration of system

2. Placement of outgoing telephones

a. Privacy

b. Noise from bells

c. Nurses in laundry, kitchenette, etc.

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2. Porches - supplementing the roof

Note:-- Student nurses have little time to change

Note cont'd.

from uniform to street clothes and back to uniform in order to get out onto the street. They are too tired to walk. Every effort should be made, particularly when a hospital is in a city, to provide roof and porch space. Sunshine is a great health giver.

D. Drinking fountains

1. Made available at certain strategic places - type considered
2. Abolish present water tanks

E. Place for storage of card tables, folding chairs, projectoscopes, etc.
? Underneath stage

F. Policies determined relative to

1. Linen chutes
2. Incinerator
3. Insulation of laundry units

Note cont'd.

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D. Drinking fountains

1. Made available at certain strategic places - type considered
2. Abolish present water tanks

E. Place for storage of card tables, folding chairs, projector, etc.
? Underneath stage

F. Policies determined relative to

1. Menus changes
2. Insulation
3. Insulation of laundry units

SCHOOL OF NURSING

September 11, 1945

FROM Miss Johnson

Top of page 3. It has been the belief that vocational nurses and professional nurses should not be trained in the same institution. The wisdom of that would be greatly influenced by the amount of differential in doctrine to these young persons. If the righted feelings and attitudes toward all back for this program can be brought. Considered from the professional nurses to be trained with the same high money perfect the techniques and (what is most important of all)

MEMORANDUM to Dr. Faxon

is almost as inclusive as the program set up in many schools of nursing. Miss Petry makes the statement that the vocational schools will usually be in the district hospital, not the base hospital, where there are more acutely ill and where there is more research.

We believe that nine months is far too short a period of preparation for the vocational nurse. The type of young woman who will enter the vocational schools could not possibly acquire what the program suggests in nine months. Twelve would be a minimum. I am sure that Miss Shepard, the head of the School of Household Nursing, would agree.

Third paragraph, page 3. I do not get the meaning of the sentence which begins, the seventh line from the bottom, "only on the advanced level etc." The main point which Miss Petry is making in this paragraph is that post-graduate courses must really be post-graduate courses and not supplementary courses. An example is the two months course at the Eye and Ear Infirmary, taken by both graduates and students. A truly post-graduate course would prepare for administrators, instructors, and possible assistants to the medical specialists in these fields.

Page 4. It would be rare indeed that there would be satisfactory "migration" of the vocational nurse to the professional nurse. For the exception, there would probably be some provision. In the second paragraph is the word "incidental". The nursing service from such a group would be considerably limited here, because it is not possible to set up a suitable course for obstetrics and the psychiatry is limited. It does seem as though considerable of the program to prepare Public Health nurses could be set up in our Out-Patient Department. However, that group would not do very much for us from the standpoint of nursing service, as we now get on fairly well with a comparatively small group of graduate and student nurses. The number of graduates in the Clinic is very small compared with the number in similar institutions.

Transition. That paragraph relates to a subject which I have previously discussed with you. How are hospitals going to finance the care of their patients when the almost immediate future will have less student nursing service? I suppose one answer is the extension of White Cross, Blue Cross, Health Insurance etc., so that all, with the exception of the very poor, will prepare in advance for the exigencies of illness. The very poor or destitute will probably be cared for by the endowment of charitable hospitals and state and city institutions. Even so, I cannot see where the money is coming from to take care of the tremendous overhead of an institution such as this. Certainly it is time that the American Hospital Association and hospital administrators begin to lie awake nights about it.

Financing Nursing Education. When all is said and done there are many young women in the country who have the ability to "go through college" and yet who cannot do it even with such financial help as colleges are able to muster. Many of these young women have therefore turned to schools of nursing. It is a fact that hospital schools of nursing have provided a way for these young women to earn an education, one which has been of value, although one which cannot meet all the measuring rods of higher education. It is also true that some of these young women, past, present and future would have found some way of obtaining their preparation through a college school of nursing had that plan been more common. There is no question but what the more ambitious will obtain preparation through the college school.

I believe that Miss Petry's report clearly interprets the present and future movement in nursing education. The march is here. It is no longer a "trend."

It is almost as inclusive as the program set up in many schools of nursing. I try to make the statement that the vocational schools will usually be in the hospital, not the base hospital, where there are more acute cases and where there is more research.

I believe that nine months is a bit short a period of preparation for the vocational nurse. The type of young women who will enter the vocational schools could not possibly acquire what the program requires in nine months. Twelve would be a minimum. I am sure that Miss Shepard, the head of the school of Hospital Nursing, would agree.

Point 2. I do not get the meaning of the sentence which begins, "The second line from the bottom, 'only on the advanced level etc.' The main point which Miss Shepard is making is that although in that category courses must really be post-graduate in content and not supplementary courses. An example is the two month course at the Eye and Ear Institute, taken by both graduates and students. A post-graduate course would require an undergraduate background, and possibly assistance to the medical students in these subjects."

Point 3. It would be more correct that there would be a "graduate" of the vocational nurse to the professional nurse. For the exception, which would not be a true exception. In the second paragraph in the word "graduate". The nursing service from which a group would be considerably limited here, because it is not possible to set up a graduate course for graduates and the graduate is limited. It does seem as though a number of the projects to prepare for the vocational nurse could be set up in our Graduate Department. However, this group would not do very much for us from the standpoint of nursing service, as we now get on fairly well with a comparatively small group of graduates and student nurses. The number of graduates in the clinic is very small compared with the number in other institutions.

Conclusion. That paragraph refers to a subject which I have previously discussed with you. How are we going to finance the care of these patients when the most immediate future will have less student nursing service? I suppose one answer is the extension of White Cross, Blue Cross, Health Insurance, etc. so that all, with the exception of the very poor, will prepare in advance for the expenses of illness. The very poor or destitute will probably be cared for by the payment of charitable societies and others and city institutions. I cannot see where the money is coming from to take care of the tremendous number of an institution such as this. Certainly it is not the American Hospital Association and hospital administration right to the white nights about it.

Financial Nursing Education. When all is said and done there are very young women in the country who have a right to "go through college" and get not only to it when they are financially helped as college students, but also to the education. It is a fact that the young women have therefore turned to schools of nursing. It is a fact that the schools of nursing have provided a way for these young women to earn a living, one which has been of value, although one which cannot meet all the material needs of higher education. It is also true that some of these young women, past, present and future would have found some way of obtaining their proper education through a college of nursing and that this has been more common. There is no question but that the more education will obtain preparation through the college route.

I believe that Miss Perry's report clearly interprets the present and future movement in nursing education. The work is here. It is no longer a "dream."

The implications for us which may be found in Miss Petry's paper.

This should be a base hospital. Certainly it is in the area of medicine, research, dietetics, social service, occupational therapy, etc. etc. etc. It should be in the area of nursing. If the relationship had been with Boston University the School of Nursing under all these new pressures would probably have moved very rapidly to the place where we would have had quite a large school for "professional nurses." Boston University is set up for the truly post-graduate program. The time then might come when a course for vocational nurses would be set up with the right amount of difference between the two programs. This would imply the disappearance of the three-year course for nurses as it is now known.

If the affiliation is to be with Radcliffe, the growth will be very slow. What then is going to happen to the three-year group? Can that program be set up so that it will attract a sufficient number of good candidates here, or are most of them going to be drawn away, not so much to other hospital schools, but to such programs as are set up by Skidmore, Russell Sage, and the local colleges and universities where the girls can live at home and reduce the cost? Certainly we do not wish to see a great school for vocational nurses and a handful of de luxe Radcliffe-M.G.H. The great bulk of exacting nursing service where there are complicated nursing procedures will not be done by either the small de luxe Radcliffe group or the vocational nurse. Are we going to finance enough graduate nurses to do that group? And so on ad infinitum.

9/11/45
SJ:BF

Sally Johnson, R.N.
Principal

To - Miss Johnson
From - M. E. Pohe

CLASSROOM AND LABORATORY NOTES

(IF TWO CLASS ROOMS THIS IS CLASSROOM A)

I. CLASSROOM - (Main assembly room or Class Room A)

A. Location - in building

1. As far above ground as possible
for (Ventilation
(Sunlight
2. On corner of building away from street and taxi stand.
(to avoid noise)

B. Shape of room

1. Not as deep as Walcott House Class Room
2. Wider than the " " " "

C. Size and Space

1. Seating capacity 100 (surplus of 8)
(note - If two classrooms smaller one to seat 45 at least)
 - a. Allow at least three foot square floor space for each desk chair.
 - b. This room should be a size that it may be used for examinations, to separate chairs for this purpose. (If two classrooms the space in this one could be less)
2. Planned that rear chairs will be slightly elevated.
3. No platform in front of room.
4. Additional floor space.-
 - a. In front of room for Instructor's desk and chair, and display of skeleton and manikin.
 - b. Plenty of space that student chair front row will not be so close to Instructor's desk.
 - c. For table for wire baskets in rear of room.
 - d. For table for projecting lantern in rear of room.
 - e. For display cabinet (unless it is possible to have wall cabinets build in.)
 - f. For storage cabinet for skeleton and manikin.
 - g. For wall curtain (moire) in front of room above blackboards.

D. Ventilation -

1. Cross ventilation if possible
2. Double Doors at front room if possible.

E. Lighting -

1. Natural

- a. Windows on three sides of room if possible or at least at rear and left of student chairs.

Note - Room planned that students will not face light.

CLASSROOM AND LABORATORY NOTES (The two class rooms are in Classroom A)

I. Classroom - (Main assembly room or Class Room A)

A. Location - In Building

1. As far above ground as possible
2. In corner of building away from street and taxi stand (to avoid noise)

B. Shape of Room

1. Not as deep as narrow House Glass Room
2. Wider than deep

C. Size and Space

1. Seating capacity 100 (approx. of 8)
(Note - If two classrooms smaller one to seat 45 at least)
a. Allow at least three foot square floor space for each desk chair.
b. This room should be a size that it may be used for examinations, to separate chairs for this purpose. (If two classrooms the space in this one could be less)
2. Planned that rear chairs will be slightly elevated.
3. No platform in front of room.
4. Additional floor space:
a. In front of room for instructor's desk and chair, and display of skeleton and material.
b. Plenty of space for student chairs front row will not be as close to instructor's desk.
c. For table for wine barometer in rear of room.
d. For table for projecting lantern in rear of room.
e. For display cabinet (unless it is possible to have wall cabinets built in).
f. For storage cabinet for skeleton and material.
g. For wall cabinet (radio) in front of room above blackboards.

D. Ventilation

1. Cross ventilation if possible
2. Double doors at front room if possible.

E. Lighting

1. Natural

- a. Windows on three sides of room if possible or at least at rear and left of student chairs.
Note - Room planned that students will not face light.

2. Artificial

- a. Indirect lighting (to avoid shadows)
- b. Floor plug at Instructors desk double for X-Ray illuminator and desk light.
- c. Floor plug for projectoscope
- d. Light so arranged that girders of building or ventilating system will not cast shadows or cut off light rays.

F. Supply-room or closet

1. Location - if near front of room, entered by door from outside so that it is not necessary to enter classroom to get supplies. If possible, to open from Science Instructor's Office.
2. Shape - avoid a long narrow closet such as present one.
3. Lighting - controlled by opening and closing door.
4. Shelving - long and shallow.
5. Space for rack on wall for charts, desk blotters, etc., also storage space for large wooden tray about 3 ft. square, 3 inches deep.

G. Toilet and Washrooms

1. Adequate for Classes of 92 each
(? located in basement)
2. Drinking fountains

H. Cloak Room

1. Lockers or space provided for storage of sweaters, book bags, etc. between classes and ward duty time.

I. Blackboards - (plenty)

1. Across entire front of room
As many as possible that may be used for problem work in Drugs and Solutions. Also that class outlines may be kept on board longer for students' benefit.
2. Cork strips at top of all blackboards or chart or poster display.

J. Bulletin Boards -

1. Ample space for -
 - #1 - Class Schedule Bulletin Board
 - #2 - Special notice in regards to reference and class assignment Bulletin Board.
2. Cork inlaid Bulletin Boards.

II. NURSES REFERENCE LIBRARY

About 950 volumes at present - 7/1/33

Increased at rate of about 130 volumes per year for past four years.

A. Space -

1. For 50 students at a time. (Table and easy chairs)
32 preliminary
10 or 15 advanced
2. For files -
3. For small table for wire baskets (pamphlet references)
4. For magazine rack if built in book-cases.
5. For dictionary rack (large one).

B. Lighting -

1. Table lights - wired from floor.
2. Floor lights - provision for distribution throughout room.
3. If library is located where natural light is fairly good -
no ceiling lights.

C. Ventilation

1. Cross ventilation if possible

D. Book-cases

1. Built in- (with doors)
2. Windows above bookcases. (?)
3. Cases for bound copies of American Journal of Nursing.

E. Chairs -

1. Not wooden seat chairs
2. Easy chairs in corners of rooms

F. Floors

G. Walls

III. SCIENCE LABORATORY - used for (Anatomy and Physiology
(Bacteriology
(Chemistry
(Drugs and Solutions
(Urinalysis

A. General -

1. Location -

As near main classroom as possible

2. Space -

For 32 desks and individual equipment

For Electric refrigerator

For microscope storage closet

For Supply room and cupboard and drawer space

(adjoining laboratory if not) in laboratory

(sufficient space for time-saving arrangement of equipment and supplies)

For lockers in corridor or cloak-room for storage of book-bags and sweaters

(same one may be used for laboratory and classroom)

3. Plumbing -

Acid proof

4. All drawers and cupboards equipped with locks.

B. Medicine Closet -

1. Size, arrangement and equipment exactly as the ward medicine closets.

C. Blackboards -

1. Extra wall black boards if laboratory is not adjoining classroom (for black board drill in Drugs and Solutions.

2. Cork strips at top of black board for displaying charts.

D. Desks -

1. Individual desks -

a. A sink with hot and cold water for every two students.

b. Gas jet attachment for each student.

c. Desks through center of laboratory with sinks placed opposite each other.

d. Supply shelf through center between sinks.

e. Slate top desks or acid proof tops.

f. Instructor's teaching desk so placed that students will face instructor when working.

g. Cupboards and drawers for individual equipment of students.

h. Laboratory stools to fit into cupboards.

i. Lights with blue glass fitted in desk tops for using microscope

Science Laboratory (continued)

2. Sinks and Drains - large

a. Location -

- (1) Slate sink - One in each of two corners of room
- (2) Copper hopper - One in each two corners of room

3. Adjoining room - containing -

- a. Autoclave
- b. Gas stove
- c. Incubator

IV. INSTRUCTOR'S OFFICES -

A. Location

- 1. Adjoining each other and near classroom and library if possible.

B. Offices -

- 1. Supervisor's Office
- 2. Small office between corridor and supervisor's office.
- 3. Science Instructor's Office.
 - a. With space for
 - (1) Graduate Instructor's desk
 - (2) Two student assistant's desk
 - (3) File space for steel record files
 - (4) Stenographer's desk space (if not in outer supervisor's office)
 - (5) Book-case - built in for "Reserve Books"

Note - Would we want a separate office for interviewing students if others were adequate in space and number. (Ex. Outer Supervisor's Office)

Some Additional Notes

- 1. Space provided for on classroom and laboratory doors for inserting card "Class in Session" or "Vacant".
- 2. Diet laboratory - so planned as to be used for Junior Diet Therapy Classes about 40 or 45 students.

n.d.

WING OF NURSES' RESIDENCE

MAIN FLOOR:

Social Rooms

Large room - one for graduates

Four small reception rooms (one where callers may wait, others for visitors.)

Kitchenette which will serve all of the above for light refreshments. One gas-plate type, not for cooking but for serving tea or some evening light refreshment.

Service Rooms

Combination office-information desk for matron and first floor maid, so arranged that front door, elevators, stair-ways can be seen.

Matron supply room in conjunction.

Provision for matron's room, with bath, on this floor.

Other bedrooms so arranged that occupants can go and come in negligee without being visible from social rooms.

Outgoing telephones accessible to residents in negligee.

Lavatories for men guests.

Check room for guest's wraps.

Note: Somewhere in the group should be a room which could be used for amateur plays, concerts, etc.. Example: Tonight a group of students are putting on a puppet show, given in the large reception room in the Walcott House. No platform, floor not raised, only those in the front seats can see. Have tried sitting on floor, but not very satisfactory from the standpoint of clothing. Possibility of putting a platform, with arrangements for lights, curtain, etc., in the present class room at the Walcott House, if class room provided in another home. Could still be used for class room.

FLOORS:

Were the entire building to be put up at once there should be a unit on each floor for laundry. Question of placement when building only one wing.

Accessory closets.

Few drawers in all linen closets.

ROOF:

It is very difficult for nurses, either students or graduates, to get any daylight or sunshine. Off duty hours broken by class, time consumed getting in and out of uniform.

Money should be squeezed out from somewhere to provide a roof with a suitable floor over its entire surface, and at least twothirds of it with a cover. (Neither should it be crisscrossed with radio wires.)

GROUND FLOOR:

Of sufficient proportion above the ground to allow for adequate light and ventilation.

Serious thought should be given to location of class room from the standpoint of street noise.

Need class room for fifty.

Library the size of Treadwell.

Two moderate size offices for instructors.

One large one for student assistants.

Thought given to relationship between offices and library because of the need of supervision of study hour.

Lavatories for use of students using class room there and not living in the house.

Unit, combination of laundry, kitchenette, and an adjoining room as a dining room where small groups can have breakfast or supper.

Service rooms for employees:

Lockers or dressing rooms for maids and lavatories.

Place for the janitor.

TRIP ABROAD

PARTY:

Two brothers of college age; girl senior at Barnard; mother of this girl who was a widow of a congressman from Utah, and for ten years a teacher in high school; wife of a doctor on staff at the Presbyterian; librarian course graduate; student in landscape architecture; Harlam school teacher; Director of the party; Director of the Columbia University Travel Service; and myself, - a party of ten.

"Joke" - 1492. Manufacture of dyes; slept over the alps.

SEEING OFF:

Martha Ruth Smith, Lucy Beal;; dinner at Commodore; Alumnae gift; Florence Johnson.

To state room just after midnight. Found a man there who said: "Guess I don't belong here." Replied: "I am sure you don't."

Cabin-mate, a Columbia student, English girl in the Musical Department.

At the table, - the assistant purser who was a Dutchman. (Steamer, the Rotterdam.) Also French woman, a teacher in a private school on the Hudson. Fourth member a Swiss, been attending the Harvard School of Business Administration. New much about America. Listened politely until he said: "Americans, as a whole, have poor teeth." Heard considerable about Holland, - Mr. Boll, and Mr. Van Dyke.

Ship averaged about eighteen miles and hour. Long twilights as we reached the other side. Light until eleven o'clock. Gulls came out to meet us day before we reach Plymouth. Saw Mrs. Fraser, of the Surgical Dressing Committee, on steamer when watching the docking at Plymouth.

Landed at Boulogne. Went first class on the boat-train to Paris. Tipped the porter. Evidently not enough, asked if I were an American.

PARIS:

Parsons, Selby, Hella, Ravini, Graduation at American Hospital, - Major Stimson; Hazel Goff.

Paris by day is grey; by night is gay. Buildings low; blinds closed; they

gray; remember always; Captain Louie; Saint Chappel; Eliza Lee's; Sorbonne; Versailles; Margaret Devereaux.

Battle Fields. Twin girls - Louise and Grace Baker.

Cemeteries: Black cross for the Germans; white cross for the French. Beautiful American cemetery, also memorial.

Poppies: sometimes

Foch's car in which Armistice signed drawn up behind Foch's Headquarters.

In Paris from Sunday, June 12th to a week from the following Tuesday.

LONDON:

June 21, - by way of Boulogne, Folkstone. One hour and a half across the channel. Two hours and a half from Folkstone to London. At Folkstone first experience with English money. Gave the American Express representative tip enough to give himself and his family a grand week-end.

In London one of the three poor hotels. Total twenty.

Wednesday to Edinborough. Thursday remained there. Friday trip back. Saturday to St. Bartholomew's and St. Thomas'. Dinner with Miss Lloyd-Still. Sunday tea at St. Thomas'. Miss Hilliard. Taken to Cowdrey Club and Nurses Club. At St. Thomas' quiet. Equipment in the center of the wards. Attitude. Matrons living accommodations. Five statuettes. At Edinborough - Hopkins, Massachusetts General. Two at St. Thomas'. Cast this statue. Fifty in number. Family had model destroyed.

In London and vicinity a week. Spent three nights in Inns. To Windsor Castle. Sutton seed. Duke of Sutherland's home. Great rich gardens. Eaton College. Stratford-on-Avon. Oxford College - made up of 421 small colleges. About 3500 students; old stone dormitories; window boxes; no central heating. Every boy has bedroom and living room. Only candle lights in chapel.

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HOLLAND:

Saturday night, July 2, left Graves End for Holland.

Colored sails on the North Sea.

The Hague. First good food. The guide. Slept.

Amsterdam: July 4th. Toast to the Americans. Rembrandt's Night Watch;

Van Dyke's Clothes Market; Grace before Meat;

Diamond factory; canals and bicycles; riding on dykes.

Island of Marken: Poor section; crude living; dirty canals; supposed to be picturesque. Two long curls hanging in front of the ears of the women, back hair cut off.

Dutch doors. Tile kitchen. Beds in the walls, looked as though door had been removed from the cupboard. Children sleep in racks, similar to those in a pull-man birth.

The trains and bus across Holland.

Saw funeral. Six black horses and fourteen pallbearers

Wedding - cab - pair of horses. About eighteen small bows of white ribbon on the whip.

Visited Kaiser Wilhelm's rose garden.

Musicals saw.

Great brass milk cans.

Dogs hitched up to a wagon of milk.

GERMANY:

Entered by Cologne, July 8th.

Cathedral - To me the most majestic and impressive. Foundation stone - 1248. Choir, 1322; completed 1880.

Saturday, July 9th, up the Rhine to Weisbaden. Vineyard looked like a green crazy quilt; high mountains; castles; book of tales and legends. (Mr. Swallow: "Don't tell me it is not so.")

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Social worker disembarked for Frankfort on the Main.

To Heidelberg: University everywhere. Something like Boston University - four thousand students; one hundred and four Americans, last year had been four hundred. Outdoor life; fireworks; lights on the fountains; street cafes; casino; beer shops; beds, large down puffs in great pillow cases; no top sheets; no counter-pane.

Cablegram: "I love you and miss you" - Horace.

Munich: China; amber; art galleries; industrial museums; parks; column of peace; war memorial symbolized grave of Bavarian: - "They will live again."

SWITZERLAND:

July 15th: All day from Munich to Lucerne. Great holiday in Lucerne, all the town illuminated.

Covered bridge built in 1333. 104 paintings underneath on braces. Lace making; linens; snow-capped mountains; shrines.

Rock of Lucerne, 100 feet high. Lion, 27 feet high. Done in 1819. Commemorates Swiss guards.

ALPINE TOUR:

July 16th. Glaciers; snow balls; over the Alps to Interlaken. Chill - rainbow below me. Wild flowers in low growth. Saw: dandelions; daisies, wild geranium; thistle; verbena; devils paint brush; alp rose which is related to Laurel; pink timothy; clover; buttercup; edilewiss; great violets.

ITALY:

To Stressa. Stayed at hotel over-looking beautiful Italian lake, - Maggoira. Next day went through the three major Italian lakes to Cernobbia, staying at Hotel Villa d'Este. Most gorgeous hotel ever stayed in, price five dollars aday, room with bath and meals.

THE JOURNAL OF THE AMERICAN MEDICAL ASSOCIATION
PUBLISHED WEEKLY
CHICAGO, ILL.
MAY 1, 1914

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Milan: Poorest hotel - DuPark.

Cathedral - great arcade. Picture: "The Last Supper."

Venice:

About six hours. Gondolas in the station side walk. From them to the step of the hotel.

Slept under netting.

Holiday on day of arrival.

St. Mark's Square.

Sightseeing on foot. No automobiles. No horses and wagons.

Florence:

Shops, galleries, and picture galleries.

Birthplace of Florence Nightingale.

ROME:

Vatican City. - population 664.

St. Peter's - excavations; colosseum, fountains; catacombs.

By this time satiated.

Genoa:

Thursday, July 28th.

Sailed for home next day.

Students

Students

①

Reasons

Indirectly - National Defense Program -

① 30 from group supplies daily average of
556 graduates -

(2) To camps Hospitals -

189 from earlier runs

(3) To public Health areas abroad -

(4) Great increase in no. of graduate nurses
employed - as follows.

from duty - (head - nurses -

teachers - administrative officers.

(5) Increase in beds 85% - Permits 315 -
464 ft - Gen Hosp. Part west -

(6) 1940: 3 a new 85 bed Hospital every day -
More confidence - Blue Cross - More money
(Permits)

(7) Trained nurses - Mopping up - times better -
More nurses training - men having nurses.
Trained nurses training children - after it.
Living & husbands who go to camps.

(8) Opening for young graduates -

Public Health - Set up in several Hospitals
Training - near Rome.
Head - nurses -
Ant. night Superior
To Hospitals near boy-friends.

over

THE UNIVERSITY

OF CALIFORNIA

LIBRARY

Result - assume as there is left -
but find it is ~~inadequate~~ & must go.

(2)

Why not cut down admissions -

Patients need care -

Many local hospitals do not admit free.

Gen. Hosp. 26% pay charge (less ^{cost} charge)

36% - something (8-19)

48% - nothing.

Why admit -

Endowment - for purpose - part pay -

Medical school - just ^{no pay} expense

Mass (Ann Arbor - Paid - 120-12 ^{no pay})
Dorchester - something cloud

Traditions - of Benefit of research -

We wish to bring family here and
cost us as little as possible.

Income

1,000,000 @ 4% = 40,000. Just about pay for
land - taxes, auto - & op on ground of Gen. Hosp.

Other - building ⁺ but pay back the principal
which Harvard paid in during 1st year - 114,000

Pay - ft -

Philly House - comes out ahead - goes to an exp.

Cost 5.19 - high - research ^{of} x-ray -

July '60 goes out of principal in 1980

$$\begin{array}{r} 20 \\ 40 \overline{) 800} \\ \underline{80} \\ 0 \end{array}$$

21 (3)

$$\begin{array}{r} 0006 \\ 00001 \\ \hline 9005 \\ 2207 \quad (00.5) \\ \hline 97 \end{array}$$

Efforts on others -

3

④

Young men - giving up salaries.

Hard for those time industrious to get men.

Lumber - Grain - Farmers.

Know some relatives -

Henry

Wife of Lewis —

What can we do - (Students) (4) (27)
1st employ more graduates -
If Burns given - and Jay higher could we
not get them -

Cannot 2 out of population & other Hospitals.
Value of experience: My clinic - worth of other
My clinic - Night care - Made

Determined to do something & Burns -

Study - Burns alone - 70,000 -
Liberate are - 1 3/4 millions -

Cannot money not expended because
person not Burn to have it be
used for increased salaries -

To a degree yes - in some instances
has - and will be - (Student hours)

Income school: Hundreds - work expended -

Next situation as is -

Develop judgments of relative importance -
Reason - not excuse - (Quality room -)

Keep - discipline - release testimony -

All remember those Burn - trying - not to
Burn - (Wash. Post)

Keep - perspective from suff. grounds to picking -

Learn & adaptation - at routine of

You must - w. R. sh. - Aid do something
Lost - something - } Long Hefner does not

Handwritten text, likely bleed-through from the reverse side of the page. The text is mirrored and mostly illegible due to fading and the nature of the document.

Flora Daily Nurses
Nov - 1941

(7)

Introduction -

Hoped to have first class of the 1941-42
Staff Education Course -

Program not allow it

One reason - to introduce Miss Parbade.

Miss Taylor left us for G. J. 3.

Her functions - Sup. of W. T. P. + S. F. P.

Few qualified for this function - and
of the few - even fewer willing
to undertake the job - up hill

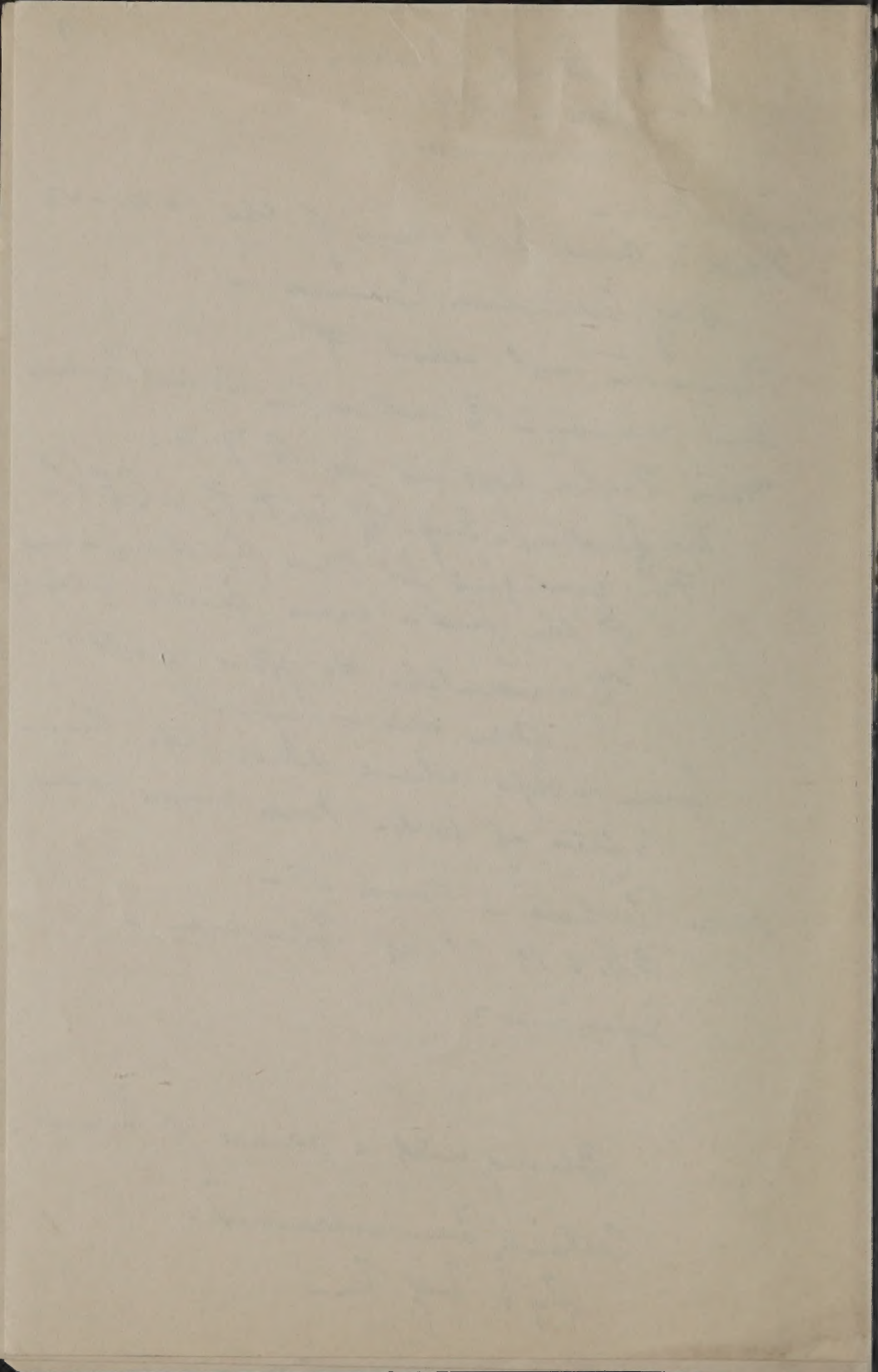
After this coming time
Some might think this the time
to give up both - Never more ready.

Miss Parbade - Grad of -
B.S. & M. of Columbia -
Experiences:

Blends with a sense of humor.

Certainly been welcomed -

Try to help her -



Topic: The Program for National Defense - and
those aspects of the Program - which
Effect this Hospital - School - and
Nursing Service.

The subject is sufficiently extensive to
provide material for several classes -
In 45" I can name only a few
of the aspects.

Twenty-six months ~~have passed since~~
~~England declared war -~~ But it ~~was~~
ago England declared war - but ^{it was} only
six months ago that we ^{individually} ^{collectively} really
began to feel the effects of that
war. True - that a year and
six months ago committees of
all kinds were formed to consider
the thousands of ^{and} ^{one} ^{question}
that are arising relative to ~~this~~
country's position in the situation.
But these ^{committees} have been slow to finish
themselves - which is not strange.
I wish to speak of a few of the
committees and the organizations
which exist here.

[illegible]

Nursing Council on National Defense.

Inspection - July 1940 -

This Council called together a group of Nurses of Headquarters to consider the place of nurses and nursing in the plans for national defense.

Outcome: decision to form N.C. on 7/20

Miss Stinson chairman -

Rep. 3 Nat. Org. - American Collegiate Schools - } ^{Prin.}
Nat. Ass. - Colored Grad Nurses - } ^{Secy}

Divided or Single - A.R.C.; Gov. Nurses and from others - Special persons.

Exc. Com. - Stinson - Fournier

Dr. E. O. Lewis - Sheehan - Gortney.

Finance - Org. - St. Ann's (Alumnae)

Purpose:

Role of nurse + nursing in National Defense Program
Unify activities -

Study resources: Act as clearing house

Use resources effectively

Insure high quality of nursing service

Insure - - - - - service

- Insure - - - - - Student Nurses -

Co-operative with allied agencies -

Party for
Baker

Mandarin Stg.
Prisoner
Korean
Age of
Circumstances
appealing
① Less rapid

② Telephone
not required
high school.

[The page contains extremely faint, illegible handwriting, likely bleed-through from the reverse side. The text is arranged in several paragraphs and includes some underlined phrases. A large, faint circular mark is visible on the right side of the page.]

Specific Ways of Improving the Student Return

(2)

I. Pooling our references - learning from one another - Share by use of telephones - letters - questionnaires (students) conferences - reading letters -
tours - visiting institutions (not done) ^{Chad} conventions

II. Ward secretaries.

Semi-volunteer - ? a day O.P.D.

With organization - Paying for inst. fee.

Hope for promotion -

III. Aids.

6 years - 187 prepared - 111 active service -

IV. Hospital Aids - Ward Helpers ? another group -
more + more -

- Superintendents - Paying for inst. purpose -

Conference : students - come school -

Questions

Sent out by state - Thank Miss who returned.

Ex books -

Know: no strength to relative importance
to sequence - mis-spelled -

Supply

Remember -

constructions - repetitions -

(Done as I could get a number)

Graded differently -

Ordering - managers

Prof. school - Y M C A. Colleges

Building House - (254 e h.)
30

? need -

Evening Duty

7 am Duty

3 1/2 day -

Recruiting students.

Remove some of appointments.

(Find boy - friends & place
& play)

More opportunities for young graduates

Miss Davis

4

Nursing (Students) Working.

Vanderbilt -

240 @ week for 3 months - handy - '16
with which pay for room
- room -

Interpied = 240 for maintenance.

Just fine 80 - ? 500 week -

80 - month & handy (not room) X

85 21 year - 9037

Believe - remuneration is more and more
fairly & more value of living.

70 -

22.50 food

20. -

2.20 room
handy.

114.72

... ..

... ..

... ..

... ..

... ..

End

Some day look back and realize
 that these Oct-1941 meetings of
 the Mass. Nurses Association marked
 the beginning of a new greater
 realization of our national
 situation.

Wendy Talbot

Introduction

Possible ways and means of increasing the
~~production of running~~ - before ways and
series

B.O.

High Hall

18 Tremont Street

Public Safety - Civilian Defense -
Health + Social Service
Medical Committee -

357 committees -

Central Chairman -

Head of Division -

Nurse in each town -

To committee Hall -

Volunteer
Service

Directions to Civil Nurse

Try not to use eligible for 1st Reserve

Not in public health or hospital -

Nurses asked to census nurses -

51 city + towns sent in list of

nurses - E information received -

Pamphlet - on 1st Aid Stations -

Pp. 2586 Nurses -

Civil -

Graduate Nurses - Product Nurses - Analysis -
Attendance -

Miss Dillors

Navy Nurse Corps

549m Contact Nurses before 1901

161m Corps Man - at first no living

Grad. ambulance

Clizer - Phys 22-28.

① Reg. R.

② Reserve

③ Naval Reserve 28-40

Nurse Corps

Short - ^{Personnel} _{care}
Nurses
to ^{be} _{sent}
to ^{be} _{sent}

Duration Only
Emergency

Relief ¹¹ Solana ¹² dry
and Manuevers -

Special courses: belching - amaculatus
drinking - Travel -

30 days leave & pay
Accumulated Pension -

Potomac - Chelsea -

Pots ²² army - 464 men $\frac{1}{2}$ from R.C.

5296 reserve

V.S.A. 1077 reg

Active July -

Coffers

Chief Nurse in Gov Hospital

Ork in Washington

Island Alaska -

Druck fur -

1942 125,000 birds -

next July -

Have 8000 men

Next 4000

ROBERTSON
1844

1844

Bolton University

Case of Patient in Civilian Hospital

I. Difficult for most Projects & feel nervous.
in many departments

II. Interfered reasons for this to all concerned.

① Interf. with Staff - Director

② Ant + Inferior - Students

③ Staff. & Students -

④ Other departments

Most understanding
appreciation - sympathy
in the institution - courage - belief
faith - not least
because we understand

III. By whom interpreted -

Information come from Supl. of Bureau
& Staff -

IV. Method of Interpretation -

A. Facts to Director & Staff

- 16 grad - 9 novices - 8 new students - 10

ward nurses - 9 student nurses - Total 52.

Not say
there are the
times we are
living in -
and endure

B. Meetings with ant. sup. nurses

(B) head. nurses - 3 Staff nurses.

(d) Students (class by class)

(over)

(C) Content of conferences & groups -

② Reasons for shortage -

130

14

① Great increase in Hospital beds -

Number = 85 beds hospital in existence
every day in 1940 (31,000 beds)

② Increase occupancy -

G.H. 94%

P.N. 80%

P.H. 83%

Reasons:

Smaller home - convenience of
drugs - more complicated diag.
needs - more surgery - pts more
willing to go - more money
to spend for care - unknown

Compensation -

Hospitality Plans (Blue Cross)

1939 - 3,000,000

1940 - 8,000,000

More nurses: not only number of pts.

Health Plans - surgical supply rooms -

intravenous - intramuscular -

Spirits - (6) 2 day 196 -

Flm ① - 125 -

Ltd daily average 556

Were trained in Civilian Hospitals in World War -
Initially related to V.A.D. or Volunteer Aid
Department of England.

In World War was great ^{discrepancy} ~~amount~~ ^{to} ~~be~~ ^{to} check or not then some ~~had~~ ^{had}
to go to Europe - Few went -

After World War preparations stopped -
Reorganized 1950 Citizens - Hospital - Plymouth -
~~and for~~ ^{and for} ~~England~~ ^{England} (Schools - Sick?)

In 1935 their preparations revised - ^{locality of} ~~city of~~
of Harold Robson - Change of
Red Volunteer Service of local chapters &
by Miss Durraine - now Vice -
Chairman of Volunteer Service - (Recruited of
R.C. - John U.N.G.
house)

Now R.C. call for 500 or so. R.C. N.G.
^{Recruited of} ~~R.C. N.G.~~ ^{Now part of Civilian Defence}
~~R.C. N.G.~~ ^{R.C. N.G.}

British has prepared 187 - 100 more by James
Bus & Prof. (30) Consultants (16) Reginald -

Course -
Claims of Red Cross - taught by P.C. N.
500 followed by 500 on words ^{under}
superior of this name instructed
My class - affairs of P.C. - Hospital - ^{not} ~~not~~ ^{rather} ~~rather~~ ^{spat} ~~spat~~

This followed by.

Munim - 1500 service each year for 4 years -
(Rs. 300)

Hours - if possible 5th @ day 5th day @ week

Functions interspersed { to be done with 3 units.
to all (6 units.)

List of Work - (Read Indian - no.)

But caliber of person - able to do something
for patient which many workshops
cannot do -

Supervision:

Advisory Committee -

Polio - Munim - Hazard - ~~Left~~ Rep.

Tropics where trained - Lay person -

Dr. King -

(All policies approved by
Supt. of runs where
trained -)

L. Hospital.

Asst. in charge Supt - Mrs. Hazard -

Supervision - Head - runs - and c

R.C.N.G. Linterna & Machinery

arranged - replacement - supplying
the need -

Copies of application - for (1)
Ampt. B. Dis. ^{Parti} ^{Ampt.} ⁶ ^{Transd} ¹² ^{B.G.H.} ⁶

Red Cross - Nurses Aunts

27

Aunts

Volunteer aspect

Type of worker - general - ? maintained
(Other aunts more interesting
less exacting - more
exacting. (Spoken in warm
weather)

Interests: Hospital & community

and vice versa -

This in addition to activist person
rendered

Liabilities

Expect to be kept busy every minute -
Do things for which they are prepared - not
know back-ground / knowledge necessary.
(Chapman frequently - go & expecting - now -
emergency ward -

Getting workers - Recruiting season - summer -
Can make long time request -

Ending

Know reasons for situation, in
which Public Rapid find
themselves -

Spread this information among
Rapid and lay groups -

Consult all who can give helpful
suggestions.

Help one another

Keep faith in institution

Fast Cure what can be cured -

Endure rest with good grace -

Develop new techniques & skills -

Find other values - keeping the
name the key worker -

Recruit aids - Recruit student nurses -

Q.O 2+

So here we of the Civilian Hospitals are
with this problem on hand -

What does one do

Look everywhere for help + advice -

① Our group - local Hospitals - literature -
other fields of workers - telephone - ~~for~~ ^{can}
conventions - gatherings -

② Suggestive help administration.

③ Raise salaries & wages and short hours.
^{which money is expended}
Something can be done - But not
for moral number of personnel.
to meet competition of industry
and business - { Tax pay for salaries
of workers and
product of defense
industries

④ Equipment = Druggists - Blind - pressure - Tolls on
carts for transportation - Suburban furniture -
Wheel chairs - Strollers.

Tramper & other personnel - Rebreather course
Managers - Ward keepers - Volunteers - Ward
Secretaries? ^{check} _? evening duty - night

(Hold names on record - responsible for the
unit - Only one boss - No duty assigned
I consent to part. of names - But administrative
of records)

Direct

B.O.

(2)

- (2) Industrial result Defense Program -
Army directly - Public Health - (2)
30 graduate groups
200+ all earlier Mass.
(16,000 ans. survey in Mass)

Indirectly -

Better income group -

Stop working. Raising families

Joining with husbands. who
change families from

Marriage -
Alders and
younger -

This creates vacancy.

- (1) To officers - visiting more
arrangement & short application

teaching - adms - locate
any where (near boy-families)

change from large 3 units
inlets or vice-versa - for

Better hours or shift-work in
voluntary - (over)

~~Alders & Young families marry~~

Co-op. nursing staff -

Change of sp. res. bookings.

Consistent of some visiting Nurses.

Qualifications of personnel.

Part time graduates & special skills persons -
if suitable - Librarians -

Volunteers in evening or both afternoon.
& full time & help for night.

Keep & Recruit Nurses: 50,000 - 45,000 -

Specific -

Ward Secretaries.

Salaries of Household Nursing
Hospital Aides

~~Rel. Nurse Aides -~~

New Ability - New Skill -

Nurse to use the workers with pt. feeling
he is cared for on food feeding or
fundamental method: food - bath - bed -
Can we have other workers deal with

things: Records - equipment -

nurse deal with patient -

2
Nursing nurses - not ward keepers or
volunteers -

Mr. G. H. Burdett

71940

Garden
Grounds
Squid.

White Building

Eng. Basement - Kitchen & Dining - Rooms

Main: Transit - Eccl. Office - E. V.

Dep. of yard
H.O. Ent
Mines
Emps.

- Front -

27 A. Ray - 3 + 3 D. of Room & Carter Supply

27 Loh. Office of Surgeon

Chamber
Lincoln
Cape

Becker

5 Oak & Fuel = 52 lbs.

6 East Surg - Male - 86

3 East Surg - Female - 86

8 West Surg - Male

9 West Surg - Male

10 G. V. 27

11 Name Surg - 27

12 - Involuntaries - 12 (17)

(how exp. -)

Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Sunday

Pier 2 for

Christian Wards

Now - Wd. 2

? Wd. 5. with Daniels Phil.

Hydrotherapy is 4 to 8 min

Dist. of my fluids.

Burdett

B III - 11-111-V

Psy. Office

B VII
Wd. 26

Called exp.

B I

B II

Dr. Mess.

Wd. 31
n.

Wd. 16
w.

B V
Wd. 30

B VI

Wd. 7

West

B IV

Money for Library Re. furnishing.

(21)

576 = cake + candy sale - flower sale - etc. -
T. Ashed Com. - 300.

Endowment 80,000.

Money Relief - ? further use of S+E.

Helpful of accumulation of school by League. } Hume -
same.

Pops - night (5th)

App's = Uden - French - Moken - Hollister -
S. Perkins - ? and.

Prude Daily Group. (242 of Central District) ^{4.50 +}
2 weeks

Bolan University - 100 native students.

Ann - work -

Slaves - Prod. miss; Moken - i. public Relief -

Taylor - staff ed. + washing of bed. side -

Health - Van Parguel.

Prude Daily Group -

Not change of dress - to leaders. + continue - meetings.

4th reporter course - bi-monthly meetings of staff ed. fr.

monthly meetings of natives. Adult Ed. Center: short
story writing - Voice & dictation - reading out loud - clothing
design - general sketching - pottery - Holman - garden center
re - modeling houses - day nursery - herb garden -
3rd yr. Eng. 2nd yr. French - for credit - j. Ed. Prog.

2nd Working for Journal - Record -

2nd ^{English} ^{English} - Nursing Care. (Nurse Nurses)
3rd in the P.R. House.

Future development of school.

Endowment - 4000 + income of 1 million -

W.R. Mrs. Bell's -

Dear Mr. [Name] I have the pleasure
to inform you that your letter
of the 10th inst. has been received.

I am sorry to hear that you
are feeling unwell. I hope
that you will soon be
able to return to your
usual state of health.

I am sure that you will
be able to do so. I am
very sorry to hear that
you are feeling unwell.
I hope that you will
soon be able to return
to your usual state of
health.

I am sure that you will
be able to do so. I am
very sorry to hear that
you are feeling unwell.
I hope that you will
soon be able to return
to your usual state of
health.

Activities of the N.C. or Y.D.

Expected considerable increase in living ^{living}
 The Labor - Federal Security Appropriation Act -
 June 3-1942
 Which appropriated 1,200,000 for Navy Education

Purpose: ① Increase students in schools -

Teachers - Supervisors - Officials
 equipment - living - facilities -
 (no cash allowance to students)

Reason why we don't
 not apply

② Preparing inactive members for
 active duty. (Paperwork)

Early in the year -
 No federal aid.
 Should do another
 May ask for it.
 We had 2500000.
 Second Relief.
 One money to
 Jacks Vardis - O.D.

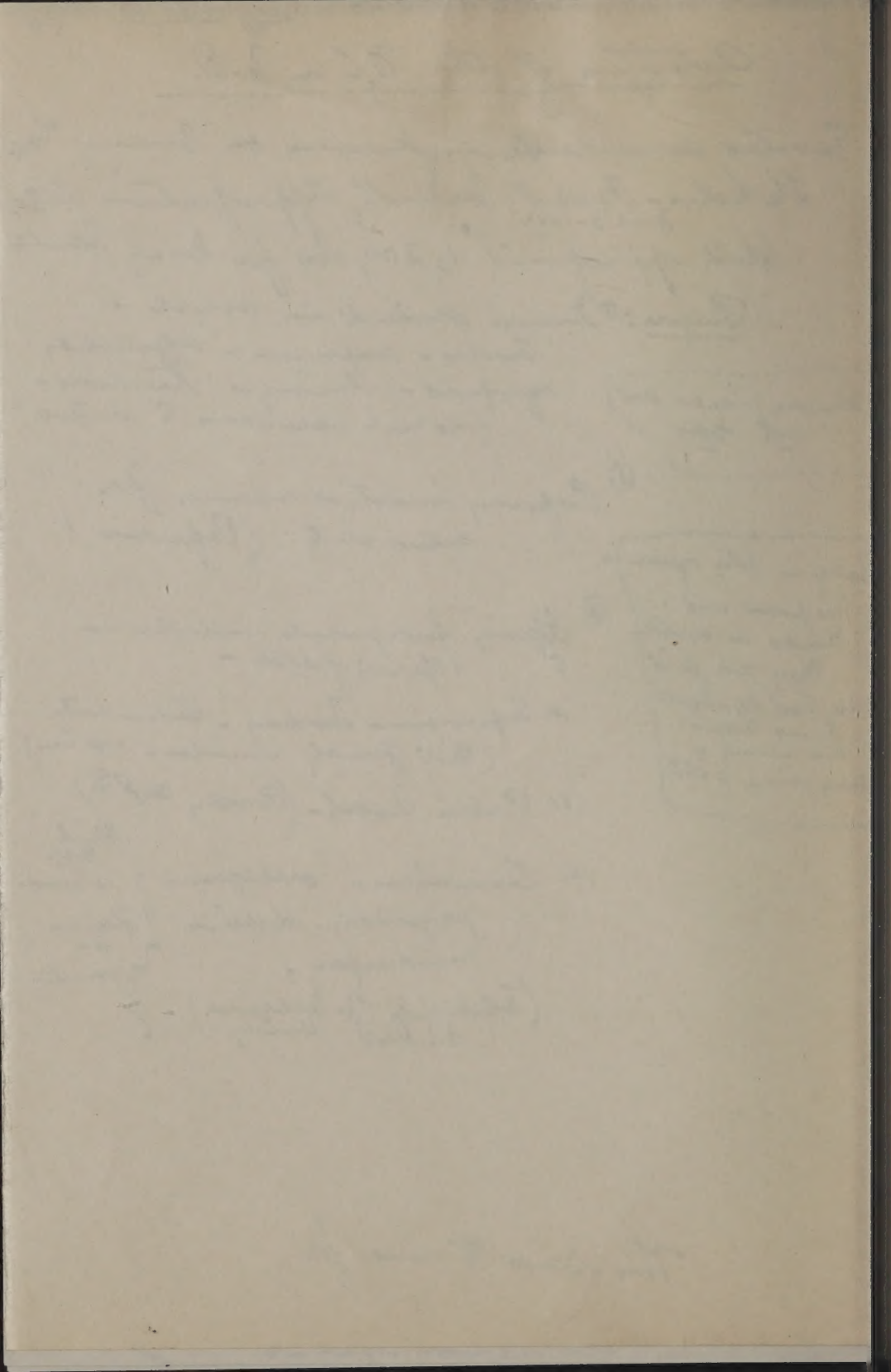
③ Offering part. graduate education in
 Navy fields -

(1) Supervision - Teaching - Administration
 (B.V. Family member - off line)

(2) Public Health - (Possibly O.D.)

(3) Aviation - orthopedics }
 psychology - obstetrics }
 midwifery. }
 (Scholarship for handicapped }
 J.I. K.W. Navy.) }
 With B.V. + ward -
 Sleeper
 committee

This leads to need for



Sub-Committee of (N.C. on N.D.) for Recruiting Student Nurses.

Members - 3 lay members -

Related committees in Hospitals & Districts
and Alumnae - Students. (Hospitals) G.O.

Way and Means of Recruiting. (You keep P.D. Reports)

Alumnae - Students themselves - Reports

Libraries - modernist scheme { One Barton

Newspapers - Magazines - A.P. Family Circle

Colleges of Dr. High School { Their magazines.

Women's Clubs - Journal - Prepared pamphlets.

National - Patriotic Duty & for its nursing.

Care of patients in civilian hospitals.

Expert - Army, Navy - National Guard -

etc. to defend us - We have an

emergency in relation - (A girl who

young women of America have &

do - whether like it or not)

Question: are we going to have too many nurses

when all this is over - We may: But nursing

is expanding. The nurse is largely dependent

upon the economic conditions of the

country when this situation is over. There is

enough work for nurses if people and public

health organization can pay them for their

work. (Same situation - defense workers -

(Boy in Prison Isle)

This Recruiting Function of the N.C. on N.D.

leads to another sub-committee which is

in the form of formation.

Writing - Fisher
Thompson
Paul But.

Radio
1941-42
45,000
with 50,000 9%

[The page contains extremely faint, illegible handwriting, likely bleed-through from the reverse side.]

Use and Expansion of Existing Ed. Facilities

Suppose: get large number recruits

Can the 1300 reg. schools prepare

them. Public Health (not taught O.D. prohibits)

Cont. Pay. To.

? Central Schools - Re. per Army Schools.

in Army Hospitals - Scouts &

Army Hospitals (Only in great emergency)

Summer Training Camps -

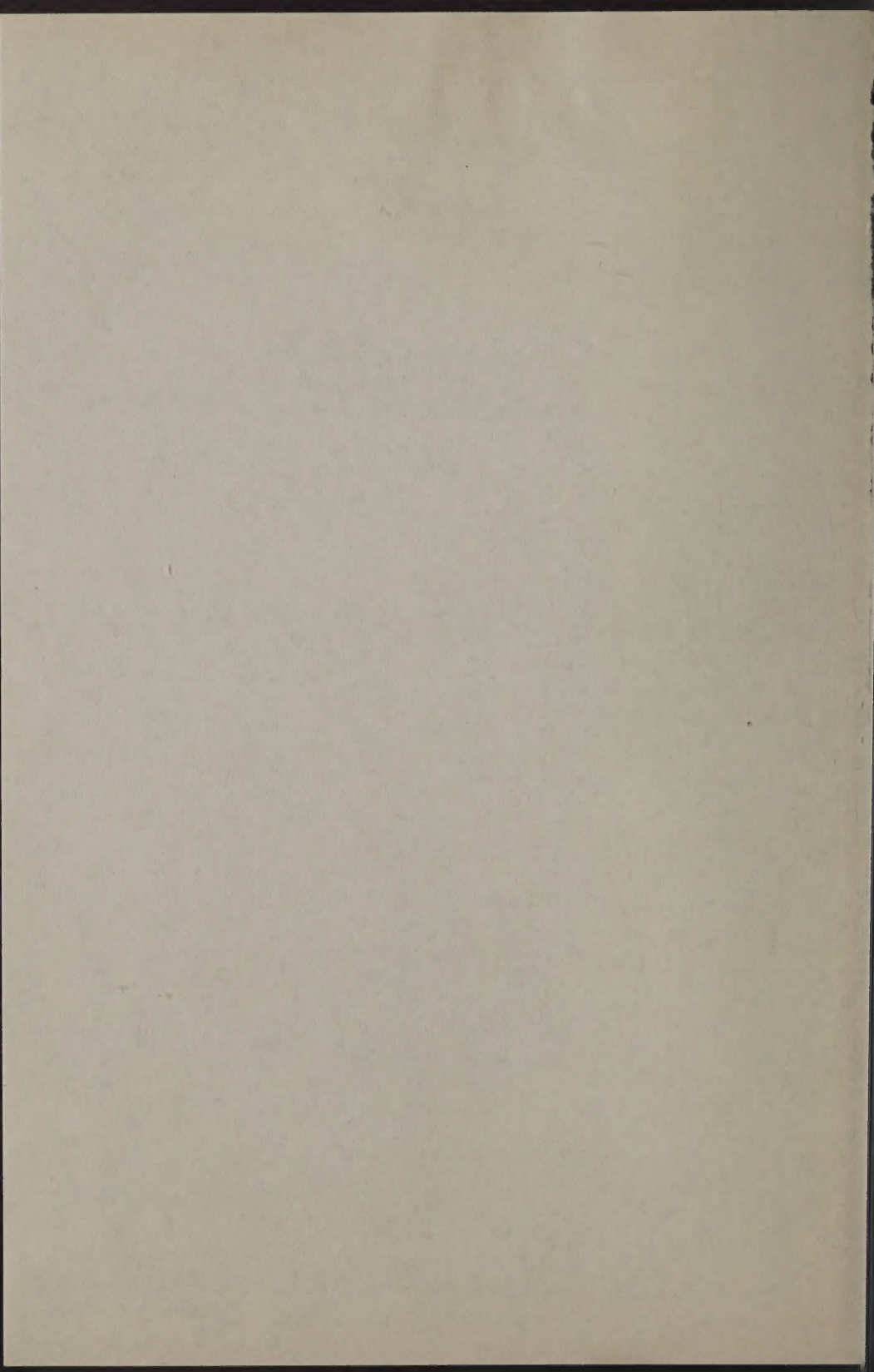
Bye laws -

Boys.
Civilian
Equipment
Instructors
Instructors

89/84 (7)

Other Activities of Nurses in
 Relation to the Defense Program
 Which Do Not Directly Emanate from N.L.S.
 Activities which are more local -
 In Massachusetts

- Nursing Resumes
- ① National Survey - Activity of N.L.S. Ed.
 About 1 year ago filled out questionnaire.
 300,000 returned to National Headquarters.
 In Mass - about 16,000 of 24,000 sent out
 Photo-plate copies on 9x6 - cards.
 Filed by counties and towns
 Useful in foundation: available for various
 needs - qualifications -
 - ② Program of Defense No. 5 of N.L.S.
 Trepanner for Defense -
 - ③ Role of the Nurse in the Defense Program.
 Boston University - 30th - comm - 2 ft. 5.
 400 attended -
 - ④ Conference: Captain Ruth I. Taylor -
 3 day conference - Sept.
 Members R.C.N.S. Committee - Chief Nurses
 14 Corps and - 17 Army Pns. 54 Navy.



- ⑤ Preparation Committee of M.S.N.C. (Dan's)
 Works & Soc. Com. - Public Safety.
 Nursing Department Com. M.S.N.C.
 Air. Insp. Com. -
 Boots Red Cross Nursing Com.
 League on Republic Com. -

Visit Every School

To have one instructor a graduated
 R.C. ^{First Aid} Instructor that for R.C. ^{First Aid}
 students may have certificate.
 When these students have been
 graduated ^{from the school} they may
 become R.C. First Aid persons
 for instruction.
 (Provide Duty Nurses)

- ⑥ 1941 Annual Convention of M.S.N.C.
 "Ways and Means of Supplementing Nursing Service"

Introduction:

1st point: ~~Just as important as~~
~~Before supplementing is~~
~~the getting of~~

That while we are considering ways
 and means of supplementary nursing service
 we must consider ways and means of making
 the most of what we have in the way
 (over)

* missing service - ~~then point I~~
~~with 2 weeks of later when in relation~~
The best way to make the most of
what we have is to create an atmosphere
of understanding - ~~affection~~ - ~~loyalty~~ -
helpfulness - and courage -
~~this aspect - I wish~~

~~then aspect I wish to speak of~~
I do not wish to speak of them ^{now}
but later when I shall speak of our
toward our patients here -

Explain questions & replies -

Home Studies

1st - Conscious of Shortage of Nurses - May
August

Conscious of Shortage of
Endemics. Ward Sisters - Maids.

Usual answer = All gone into de-
fense work = true of group from which
orderlies - ward. Sisters & maids
are recruited -

To date

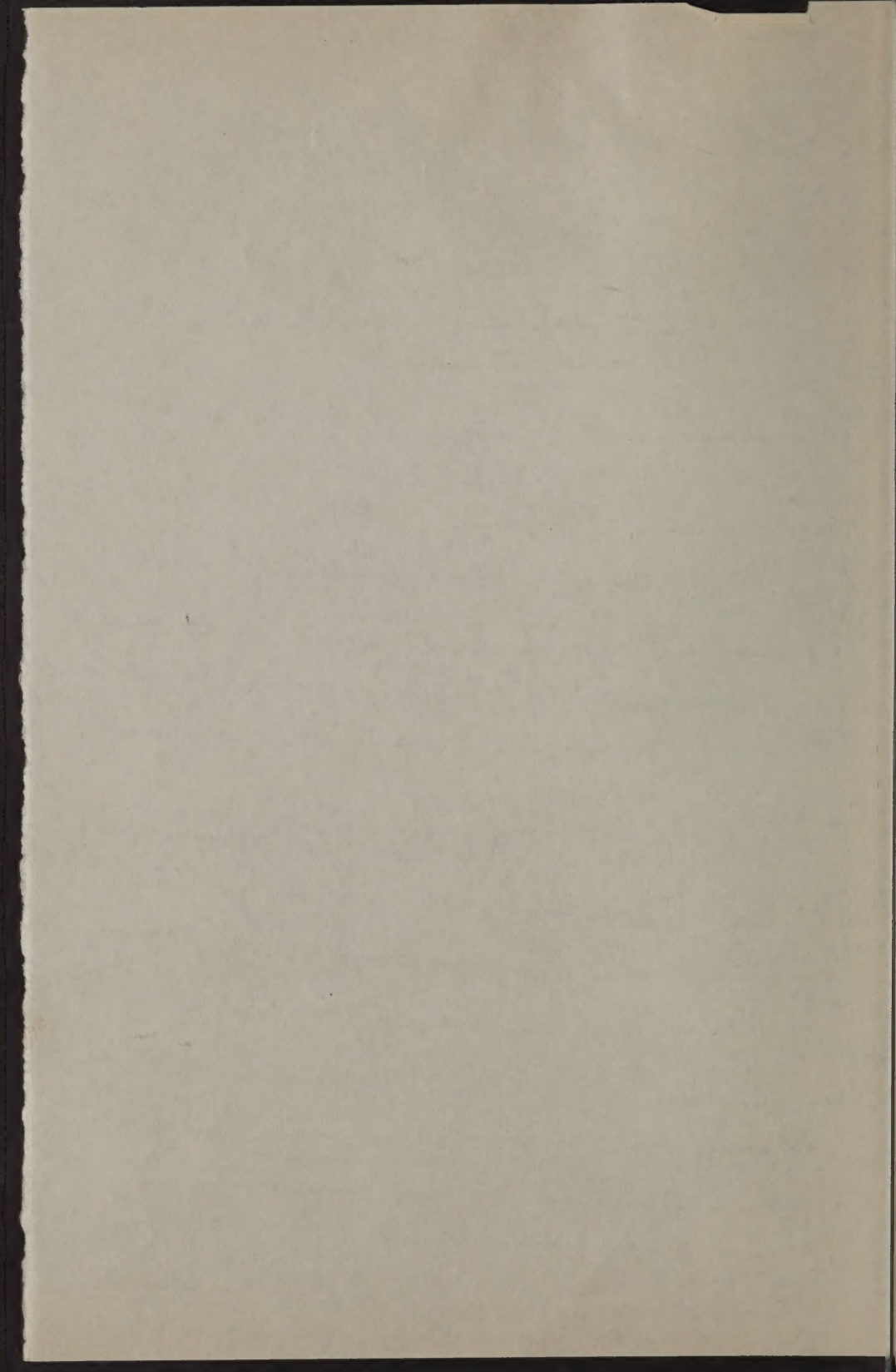
The answer to shortage of nurses is
200 Eastern ^{nurses} ~~and~~ ~ gone into the army - But
35-40 from
our kind ^{more} are going - and every month
group -
This will be a greater factor -

The greatest contributing factor to shortage
of nurses is the great increase in ^{hospital} patient
census. Even so we were carrying
along quite well until the September

Progen of ^{under} way - Indirectly,
and Progen ^{has} affected ^{the} situation

4.14.20
W. H. H. H.
College - Washington

5% from 5-4 hospital



Diff Programs

10

Increase bed capacity - & bed occupancy -
 Number beds added to various hospitals in
 1941 = 85 bed hospital spent every day 1940
 31,025 ft - find many more camp staff -
 $\frac{1}{3}$ more ft than 10 years ago

Bed Occupancy -

1940 - Gen. Hosp - 94%

P. H. 83%

B. H. 86%

1908	1941
315	939
Gen.	Gen.
Spent	
Perhaps 6 -	
(196)	
7.0	125

No graduate men -

1920 - 64 - 1941 - 314

Gen. - 225 - 1941 307

Avg. graduates employed daily: Men +

X-ray - admitting - adm. - teaching -
 Staff 556 } 360 reg. empl.
 196 spent.

Why All This Increase -

Smaller loans - Convenience of doctors -

More complicated treatments -

More surgery. Pts. more willing to go to hospital

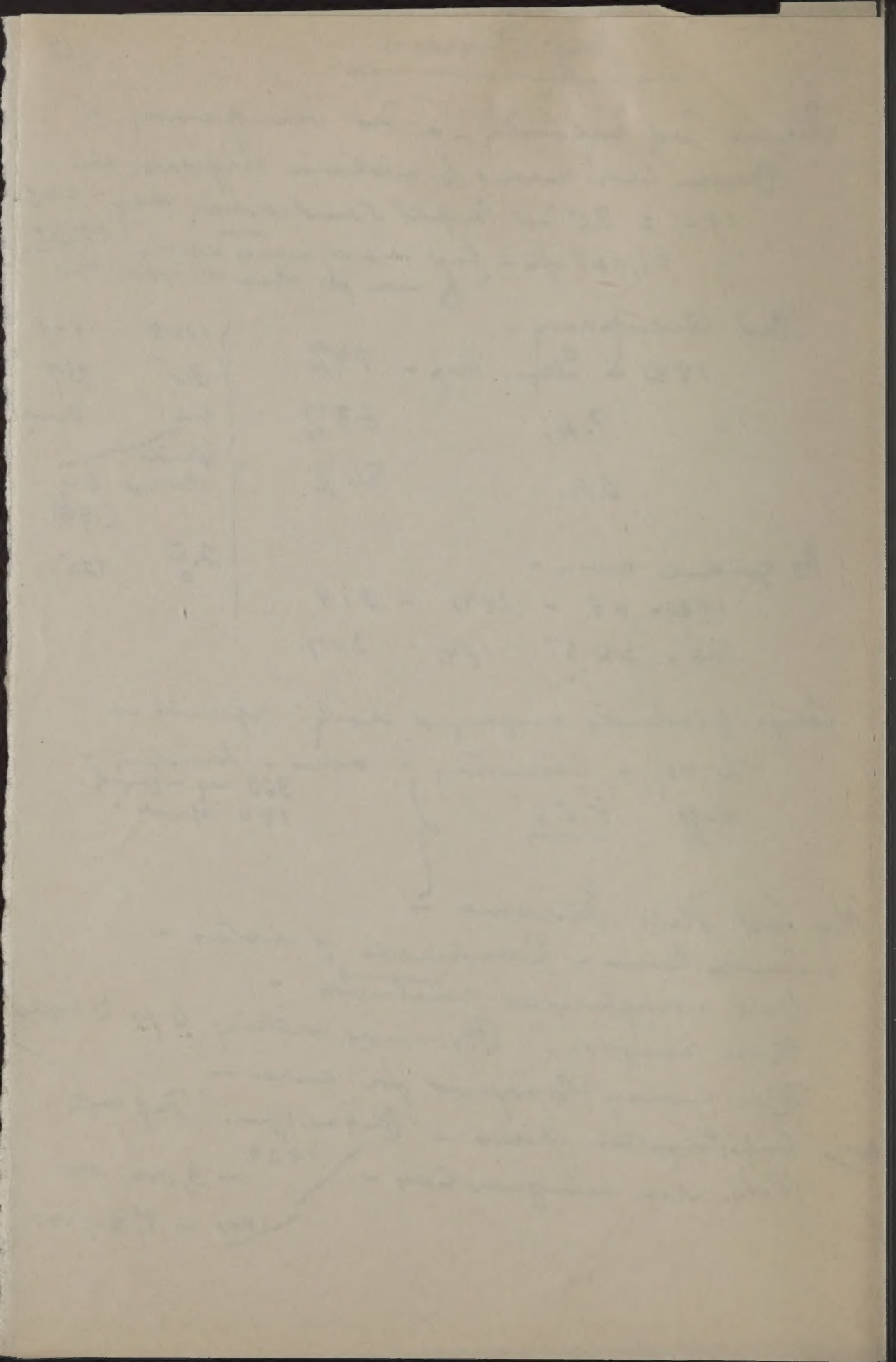
More money to spend for care -

Hospitalization plans - (last est. 1939) Prof. wife

Wabamun congregation - 1939 - 3,000,000

1940 - 8,000,000

How
can



Increase in Number of Manages - 1

- (a) Better income of men - work
- (b) Changed locations - to defense areas.
- (c) Entering Army - or probable entrance
going graduates - marrying.

Increase in income of men -

Which stops work? (2 effort dept call)

Shorter hours - specifics -

Change from 2 day days to 1 day of
from 9⁰/₄ night to 8⁰/₄ night. comb-
up of number of runs large.

Runs going to Army Hospitals & ~~to~~ Areas
around these hospitals (Public Health)

Defense Industries -

Resist: young graduates in 2 weeks of public
to Public Health Organization
where work under supervision -

Young graduates (older in 2 years up).

Let's / Offices - ~~to~~ Hospitals near bay fronts.
(Varianis not kept for Army -
but under way)

Present incumbent named.

R.C.

Change

Constitution

2nd Ed

(12)

Civilian Industries & Charitable Institutions
Cannot Compete ^{financially} with Government Institutions
and The cost of Government is paid
from you and my taxes.

Industry,
and Govt
Paid by
the m

Under Crisis - Good business - Farmers -
Our situation seems worse because we
are trying to care for sick people -

What Do We Do -

- ① Personal: more ward hepers - Volunteers.
Loaned students to Baker Street.
Red Cross Aides
- ② We began our Program of Undertaking +
Interpretation - (of which this class is
a part)
Use return
Sh. Plan
Expend.
Head-mrs Baker - Gen. Sup. Families.
Material to Dr. In on Ec. Com. Miff.
(Studying Gen. Sup.)

Never Attitude: These things must be
endured - Some must be - keep at
curses

Welcome any contributing ideas

- ③ Remember the "troubled" - Battered
worker "not troubled about himself -
but about the contributors he is
making of the institution he
serves -

Gift Education

12

Here We Are - in this Ho

Diff. Edmund?

13

1st Suggestions - of all of us.

Cut down admissions -

Pk. need care -

Many hospitals send pk. who can
not only send pk. of cost of
their care to state and city residents
many ^{do} not wish to do this.

We Long traditions of charitable service.
1/4 pay charge (not cost) 8.19
1/3 + something
- 1/2 nothing.

Research - Trading field.

(Ann Arbor - cut down - Paid. 120-12)
Ov.

2nd Suggestions.

Shorter Hours + Higher salaries + wages
answer to all our ills.

Cost of that - tremendous
if done to any great extent.

In extending our own incomes - we
forget value of maintenance. ^{group} wages

1st consideration to lower ~~wages~~

Shorter hours group. (Some incomes)

Careful estimate of shorter hrs. 1/2

Today - 4 ps - cost 70,000 -

20
22.50

20.

2.50

115.00

Office
P. H. Hark

Miss Edmonds

19

Last Friday Trustees - authorized some
shortening of hours - '33.000
Find People to Sub

All marvel how Hospital pays its bills.
P.H. more than pays for itself - but
drop in bucket of our ~~costs~~ total costs.

B.H. Nearly 8 years in red - now out -
but must repay some 114,000
which came out of Hospital's purp
during years in the red.

In 1940. The Hospital took 60,000 out of
purp. No Trustees will
allow this to continue.

Hospital - bankruptcy. Another was H.

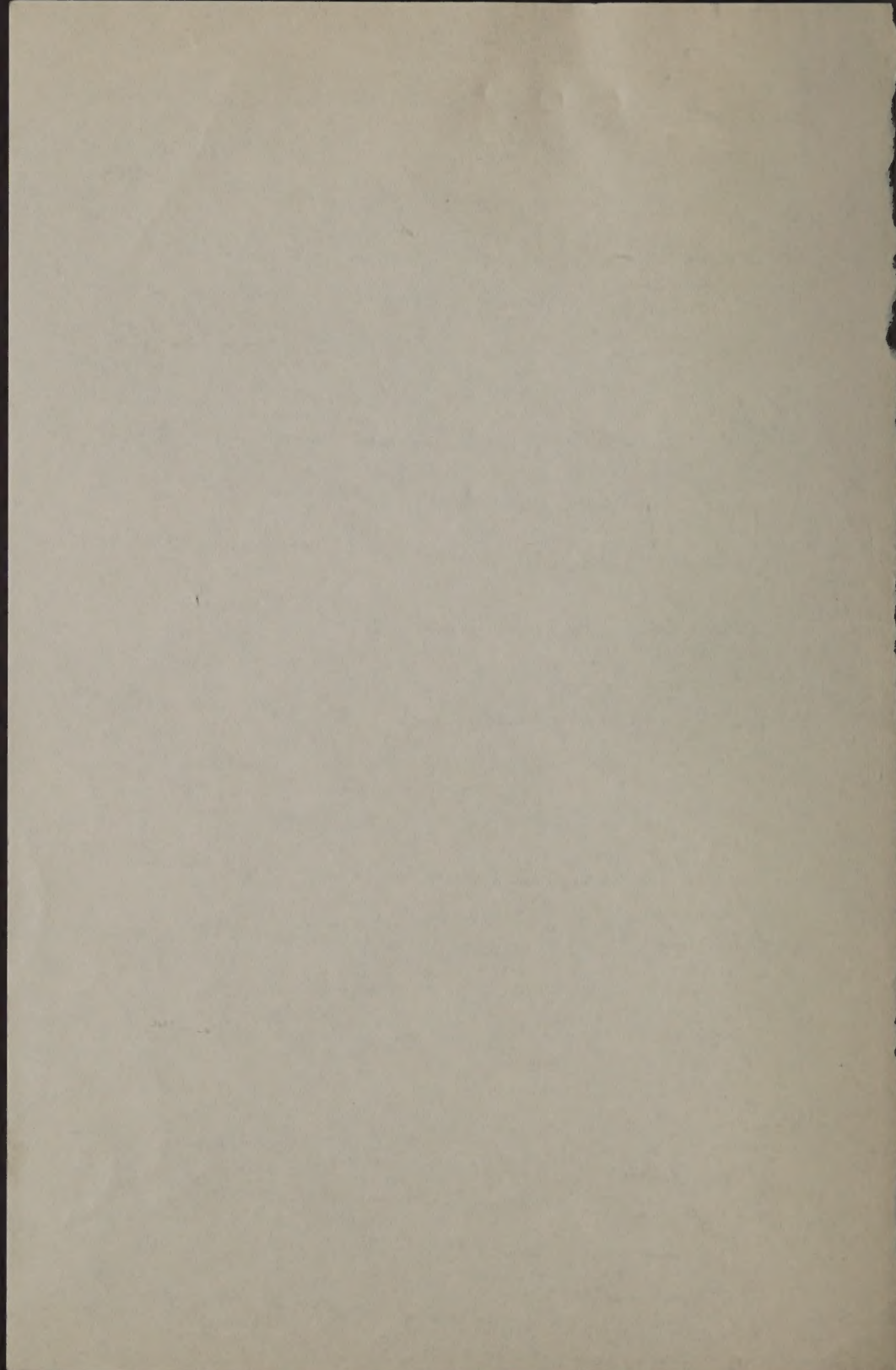
Hospital kept 1,000,000. From 40,000 -
put about pay for Prod. services and
out. on Gen. Exp. Wards of G. Res.

Questions

If Hospital has spent less because a
smaller fund - cannot that
money be used to help the
situation.

It has been and will be: ward fees - equipment -
Sunday - wages - hours - (Faith in integrity of
Trustees.)

Re - mail 1 1/2 flen.
Improvement
Surgery



Use of

Intelligence - Judgment - Physical
Strengths + Endurance + Planning

That we may learn to

① Put first things first -

~~grow in efficiency~~

~~Learn~~ ② to meet the new situations
wisely

③ Interpret these situations to others.

④ Report only the favorable from others

⑤ Keep our perspective

⑥ And above all - to keep our faith in
one another.

I have administered a school of nursing
for and nursing periods for nearly
25 years - Never have I felt

more optimistic - or more proud of
the way in which the personnel of
the nursing department ~~has~~ has stood
up under trying situations - I have
only admiration for them.

Some one has said —

It is very fine for strength —
That some one needs us & be strong."

~~To remove that page of isolation~~

To remove the requirement ⁱⁿ that
isolation it would read

~~If we are need to be so~~

~~We must be so~~

The Hospital: parents and the

Hospital need us to be strong

1-101 : 1 D/2-13a

1 Sheet of Drawing

